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From: Rosas, Giovanni (DPH)
Sent: Thursday, March 31, 2011 12:49 PM
To: Carter, Deborah (DPH)
Subject: RE: Webcast registration

Thanks Deb its actually Peter Piro, Michael Lawler and I think Jennifer J did have a problem logging in as well , I did explain to Mike and Peter to follow the registration procedures that are explained on the handouts earlier.

From: Carter, Deborah (DPH)
Sent: Thursday, March 31, 2011 1:12 PM
To: Rosas, Giovanni (DPH)
Cc: Nassif, Julianne (DPH)
Subject: RE: Webcast registration

Hi Giovanni,
I've cut and pasted the pertinent information for you and the others having difficulty. If the issue is an IT one, they need to contact the Help Desk. If **after following the instructions listed below**, they are still unable to access the post test and evaluation, contact Denise Korzeniowski [Denise.Korzeniowski@aphl.org]

Participants at Your Site

Other participants at your site will also need to register for the program in order to participate in the program and for CEU credit. Please give each participant the following registration information.

Registration URL www.aphl.org/courses/Pages/588-616-11.aspx

Complimentary Discount Code Enter discount code 616lc in the discount box (click apply) to receive this program at no additional cost.

After the program – Post test/Evaluation/CEU Process:

Continuing education credits will only be available for **December 16, 2011**. Students who have completed the course post test and evaluation before the deadline are eligible to receive a certificate. **Please be sure to complete the post test and evaluation before the deadline to receive a continuing education certificate.**

APHL offers both PACE® (is accepted in all states including CA except Florida) and Florida CE credit. **To obtain a certificate, participants must**

complete a post test and program evaluation. After completing the evaluation you will be able to print your own PACE® certificate. If you request Florida credit, your information will be forwarded to CE Broker and you will receive a certificate by email within a month.

A. Directions for completing the post test/eval/CEU process.

The evaluation is included on your registration for the program or you can follow the directions for the participants.

1. Go to www.aphl.org/cec (log-in if necessary using the same email address and password that you used to register)
2. Select **PROCEED**
3. On the page with the **TO DO** list, click on the black arrow before the program title
4. Click on the **START BUTTON** to do the Post Test (if the post test does not open you will need to turn off your pop-up blocker or set it to always accept pop-ups from this site- contact your IT department if you need help doing this)
5. On the last screen of the post test select **LAUNCH**. It will bring you directly to the evaluation.
6. Complete the evaluation and select **DONE** on the last page.
7. Now you will see a CEU certificate icon next to the program title
8. Select the **CERTIFICATE ICON** and print the PACE® certificate

Deb

From: Rosas, Giovanni (DPH)
Sent: Thursday, March 31, 2011 12:43 PM
To: Carter, Deborah (DPH)
Subject: Webcast registration

Hi
Deb there are people that are having problems with registering (to take the post/evaluation) once they have taken the course , do you know who I could speak with at Restek/APHL to address this ?

Thanks

Giovanni Rosas
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